

# Standard Mail (A)—Nonautomation Letters–Upgradable

Related QSGs: 010, 750, 810, 811    Nonprofit: 670

# 631

Quick Service  
Guide

**Eligibility Overview** (E630) Mailings of 200 or more addressed pieces, sorted and marked as described below. All pieces must fit within letter-size processing category and must be automation-compatible (C810 and C830). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)		Regular	Nonprofit
	3/5	\$0.209	\$0.114
	Basic	0.256	0.132

Annual \$85.00 presort mailing fee (E612.4.7).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.

**Addressing** (A010, A800) Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

**Characteristics and Content** (C810, C830) Maximum weight: 2.5 ounces.  
Automation compatibility: machine-printed nonscript addresses, OCR read area and barcode clear zone meeting reflectance standards, and paper that can accept ink (C830).  
Shape: rectangular. Aspect ratio from 1:1.3 to 1:2.5 (C810.2.2).  
Dimensions:  
■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick *if not more than 4-1/4 inches high and 6 inches long*; or 0.009 inch thick *if more than 4-1/4 inches high or 6 inches long, or both*.  
■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.

**Deposit** (D600) Mailing entered at an acceptance point designated by USPS.

**Mail Preparation and Sortation** (M610) Marking on each piece:  
■ Regular: "Bulk Rate" (or "Blk. Rt.").  
■ Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.").  
Documentation:  
■ Postage statement:  
Regular: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.  
Nonprofit: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.  
■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).  
1-foot or 2-foot trays used (M033) where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used).  
See reverse for tray label Line 2 information.  
Use 2-inch tray label (M031).  
Trays on pallets (M040) are permitted and preferred.  
Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a BMC.  
Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

**Postage and Payment Methods** (P600) Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.  
Additional standards apply to mailings of nonidentical-weight pieces.

**Special Services** (S900) May not use registry, insurance, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

## Traying Sequence

**5-Digit (Optional)<sup>1</sup>**

**Trays:** Full trays only for pieces to same 5-digit ZIP Code; packaging not permitted; less-than-full trays not permitted.

**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail.

**Rate:** 3/5<sup>1</sup>

**3-Digit (Required)<sup>1</sup>**

**Trays:** Any remaining pieces for same 3-digit ZIP Code prefix placed in 3-digit trays; packaging not permitted except in less-than-full trays; one less-than-full/overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

**Labels:** For Line 1, use L002, Column A, for destination facility.

**Rate:** 3/5 or Basic<sup>1</sup>

**AADC (Required)**

**Trays:** Full trays only for pieces to same AADC (see L801); pieces grouped by 3-digit ZIP Code; packaging not permitted; less-than-full trays not permitted.

**Labels:** For Line 1, use L801 for destination facility.

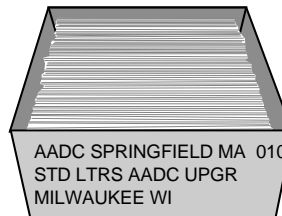
**Rate:** Basic

**Mixed AADC (Required)**

**Trays:** Any remaining pieces placed in mixed AADC trays; pieces grouped by AADC; only one less-than-full/overflow tray permitted.

**Labels:** For Line 1, use L803 (for BMC/ASF entry, use L802).

**Rate:** Basic



<sup>1</sup>Only pieces meeting eligibility standards (150 or more pieces to a 3-digit area) may be prepared in 5-digit or 3-digit trays and be eligible for the 3/5 rate. Basic rate for any 3-digit tray for origin SCF not meeting 150-piece minimum. Rates based on tray in which pieces are placed. Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces placed in less-than-full trays. Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2).